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# City of Detroit

## CITY COUNCIL

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TO: The Honorable City Council

FROM: David Whitaker, Director  
Legislative Policy Division Staff

DATE: June 9, 2014

RE: **REVIEW OF CONTRACTS AND PURCHASING FILES**

Attached is the list of contracts and purchase orders recommended by the Finance Department, Purchasing Division. The items are submitted to the City Council for referral to the Committees on June 10, 2014.

The comments and review of the Legislative Policy Division staff are printed in bold following the contracts.

### Attachments

cc:	Janice Winfrey	City Clerk
	Mark Lockridge	Auditor General
	Palencia Mobley	Mayor's Liaison
	Boysie Jackson	Purchasing Division
	Irvin Corley	Legislative Policy Division
	Marcell Todd	Legislative Policy Division

Statistics compiled for the list of Contracts and Purchases submitted for referral on June 10, 2014.

<b>Department</b>	<b>No. of Contracts or Purchase Orders</b>	<b>Detroit-Based Business Bids</b>	<b>Change, Extension Increases, Renewals</b>	<b>Located in Detroit</b>
Transportation	2	0	1 Extension 1 Renewal	2
<hr/>				
<b>Totals</b>	<b>2</b>	<b>0 Detroit-Based Business Bids</b>	<b>1 Extension 1 Renewal</b>	<b>2</b>

This list represents expenditures totaling \$ 248,320.00<sup>1</sup>

Included in the total costs and revenue are the following:

City General Fund	\$	0.00
Transportation Fund	\$	248,320.00

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<sup>1</sup> This list includes: Contracts extended/renewed for 7 months and 1 year.

TO: The HONORABLE CITY COUNCIL

FROM: David Whitaker, Director  
Legislative Policy Division Staff

DATE: June 9, 2014

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT  
THE FORMAL SESSION OF JUNE 10, 2014**

### **TRANSPORTATION**

2874881 100% City Funding – To Provide Colored Printed Bus Schedules – Contractor: Accuform Business Systems, Location: 7231 Southfield, Road, Detroit, MI 48228 – Contract Period: February 1, 2014 through January 31, 2015 – Increase Amount: \$40,000.00 – Total Amount Not to Exceed \$91,829.10

This is a Renewal Contract for Additional Funds. The Original Contract Amount is \$51,829.10  
**Costs budgeted to Transportation Operation Fund, Acct. 5301-200110-000054-626100-00146-0-A3550, Appropriation for Department Operations includes available funding of \$10,851,568 as of June 6, 2014.**

**This request is for a 1-year renewal of the contract to provide printed bus schedules in a variety of colors and either 6 panel or 8 panel sizes. The unit costs remain the same as bid, ranging from \$24.90 per thousand to \$108.90 per thousand. The estimated cost for this renewal is \$40,000.**

**The contract was approved Feb. 12, 2013 for a term of 1 year, from February 1, 2013 through January 31, 2014, for a cost of \$51,829.10. Only 1 bid was received on this item. The total estimated annual requirement was for 1.5 million printed schedules.**

**It appears the department anticipates a slight reduction in the quantity of schedules to be printed; there is a 23% reduction in the anticipated expenditure from \$51,829 to \$40,000.**

**DOT Purchasing Staff indicate that translations of the printed schedules currently provided through Google Translate; Department is preparing requisition to contract printed translations.**

**Contract checklist, received May 28, 2014, indicates this contract is essential to provide Communication to riders on the bus arrivals and departures.**

**Covenant of Equal Opportunity Affidavit signed 3-14-14;**

**TAXES: Good Through 3-11-15 and 6-30-14;**

**Hiring Policy Compliance Affidavit signed 3-14-14 – Employment application submitted complies;**

**Slavery Era Records Disclosure Affidavit signed 3-14-14, indicating business established 1969, no records to disclose.**

*In addition to printed bus schedules, Accuform Printing & Graphics is also contracted for:*

*No. 2805954 was renewed, through January 2014 (eligible for 1 more renewal) to provide interior Bus Ad Poster, initially approved for term beginning Feb. 2010 for total of \$78,392.08;*

*No. 2871103, approved Feb. 5, 2013 for printing of Coach defect cards, Jan. 2013 through December 2015 for a cost of \$27,604.80.*

**Transportation Department - continued**

2831980 100% City Funding – To Provide Paratransit Services to the Elderly, Disabled and Low Income Residents – Contractor: Delray Transportation, Location, 7914 W. Jefferson, Detroit, MI 48209 – Contract Period: January 1, 2014 through August 1, 2014 – Increase Amount: \$208,320.00 – Total Amount Not to Exceed \$573,220.00

This Contract is for Extension of Time and Additional Funds. Original Contract Amount is \$364,900.00

**Costs budgeted to Transportation Operation Fund, Acct. 5301-200310-000057-617902-00151-0-A3550, Appropriation for Transportation includes available funding of \$14,549,818 as of June 6, 2014.**

This request is for Change Order No. 2 to provide a 7-month extension of this contract, for the continuation of paratransit services to primarily elderly and disabled that depend on public transportation. The estimated cost for the 7-month extension is \$208,320; increasing the total authorized contract cost to \$573,220. According to information provided in the Purchasing file, the vendor is paid an average of the trip fees that were bid for ambulatory (\$17.69) and nonambulatory (\$21.06) passengers, which is \$19.37 per passenger trip.

Four (4) contracts were approved November 23, 2010, each for a term of 2 years, from January 1, 2011 through December 31, 2012. All 4 contract were amended to extend the contracts 1 year, through December 31, 2013.

According to the DOT Purchasing Office all 4 contracts are to be extended 7 months, to August 1, 2014, to provide time for the Department to solicit proposals and award new contracts for this service. The current contracts include the following:

2831950 with Checker Cab, Approved Nov. 2010, 2-year term for \$4,350,000; Change 1, Extension through Dec. 2013, no increase to contract cost requested, approved Week of Dec. 17, 2012; Change 2, Extension to August 1, 2014, with increase of \$1,388,608 to total of \$5,738,608, approved March 25, 2014.

2831978 with Lakeside Divisions, Approved Nov. 2010, 2 year term for \$1,200,000; Change 1, Extension through Dec. 2013, with increase of \$625,000 to \$1,825,000 approved May 14, 2013; Change 2 extension in process.

2831979 with Enjoi Transportation, Approved Nov. 2010, 2-year term for \$4,800,000; Change 1, Extension through Dec. 2013 approved Feb. 26, 2013, with increase of \$2,855,000 to Total cost of \$7,655,000; Change 2 extension in process.

Contract Discussion continues on following page

**Transportation Department - *continued***

2831980 100% City Funding – To Provide Paratransit Services to the Elderly, Disabled and Low Income Residents – Contractor: Delray Transportation, Location, 7914 W. Jefferson, Detroit, MI 48209 – Contract Period: January 1, 2014 through August 1, 2014 – Increase Amount: \$208,320.00 – Total Amount Not to Exceed \$573,220.00

This Contract is for Extension of Time and Additional Funds. Original Contract Amount is \$364,900.00

**Contract Discussion - *continued***

**2831980 with Delray United Action Council, Approved Nov. 2010, 2-year term for \$159,900; Change 1, Extension through Dec. 2013 approved Feb. 19, 2013, with increase of \$205,000; Proposed Change Order 2 for 7-month extension to Aug. 1, 2014, with requested increase of \$208,320 for a total contract cost of \$573,220.**

**Contract checklist, received April 10, 2014, indicates this contract is essential to provide transportation services for elderly and disabled residents.**

**Covenant of Equal Opportunity Affidavit signed 11-6-13;**

**TAXES: Good Through 5-6-15 and 6-30-14;**

**Hiring Policy Compliance Affidavit signed 11-6-13 – Employment application submitted complies, file also includes Memo, dated April 10, 2014, stating this company does not ask applicants for employment any questions about past felonies or crimes;**

**Slavery Era Records Disclosure Affidavit signed 11-6-13, indicating business established 1968, no records to disclose.**